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United States
Department of
Agriculture

Agricultural
Research
Service

Higher
Education
Programs

Food and Agricultural Sciences National Needs Graduate Fellowships



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Application Guidelines
Food and Agricultural Sciences
National Needs Graduate Fellowships

Section I: General Introduction

To help meet the Nation's emerging needs for food and agricultural scientific and professional expertise, the Agricultural Research Service (ARS) through its Higher Education Programs (HEP) unit is offering, subject to the availability of funds, a program of Food and Agricultural Sciences National Needs Graduate Fellowships. The fellowships are intended to encourage outstanding students to pursue and complete a graduate degree in an area of the food and agricultural sciences for which development of scientific expertise is designated by the ARS-HEP as a national need. A graduate degree, for this program, is defined as a master's or doctoral degree. *The fields of science designated for national needs fellowships and specific program guidelines are identified in the FEDERAL REGISTER containing the program announcement for a given year.*

Authority

The Congress, in Title XIV of Public Law 95-113, designated the U.S. Department of Agriculture (USDA) as the lead Federal agency for teaching, extension, and research programs in the food and agricultural sciences. Section 1417 (a) (3)(B) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3152 (a)(3)(B)), authorizes the Agricultural Research Service through its Higher Education Programs to make competitive grants to colleges and universities for Graduate Fellowship Programs to meet national needs for the development of professional and scientific expertise in the food and agricultural sciences.

As outlined by OMB Circular No. A-89, the official program number and title for the competitive Graduate Fellowships Program grants are: 10.001 Agricultural Research.

Institutional Eligibility

Proposals may be submitted by all U.S. colleges and universities that confer a master's or doctoral degree in at least one area of the food and agricultural sciences targeted for national needs fellowships. As defined in Section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3103), the terms college and university mean "an educational institution in any State which (a) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, (b) is legally authorized within such State to provide a program of education beyond secondary education, (c) provides an educational program for which a bachelor's degree or any other higher degree is awarded, (d) is a public or other nonprofit institution, and (e) is accredited by a nationally recognized accrediting agency or association."

The objective is to award grants to colleges and universities that have superior teaching and research competencies in the food and agricultural sciences to encourage outstanding students to pursue and complete a graduate degree at such institutions in an area of the food and agricultural sciences for which there is a

national need for the development of scientific expertise. Therefore, institutions that currently have excellent programs of graduate study and research in the food and agricultural sciences dealing with targeted national needs are particularly encouraged to apply.

Section II: Program Description

Food and Agricultural Sciences Fields of Training and Disciplines Covered

Areas of graduate study in the food and agricultural sciences are encompassed by the following:

- a. Agriculture, including soil and water conservation and use, the use of organic waste materials to improve soil tilth and fertility, plant and animal production and protection, and plant and animal health;
- b. Processing, distributing, marketing, and utilization of food and agricultural products;
- c. Forestry, including range management, production of forest and range products, multiple use of forests and rangelands, and urban forestry;
- d. Aquaculture;
- e. Home economics, including consumer affairs, food and nutrition, clothing and textiles, housing, and family well-being and financial management;
- f. Rural community welfare and development;
- g. Domestic and export market expansion for U.S. agricultural products; and
- h. Production inputs, such as energy, to improve productivity.

Food and Agricultural Sciences Areas Targeted for National Needs Graduate Fellowships

Food and agricultural science areas appropriate for fellowship applications are those in which shortages of expertise have been determined and targeted by ARS-HEP for national needs fellowship support. The *specific national needs* fields of science targeted for fellowship grants are identified annually in the FEDERAL REGISTER containing the annual program announcement.

Competitive Graduate Fellowships Grant Proposals

Competitive annual grants, providing for a limited number of 12-month graduate stipends, will be awarded to selected U.S. institutions of higher education, so as to distribute support for graduate study to promising food and agricultural scientists and professionals. The maximum new grant and the minimum and maximum numbers of new fellowships that an institution may apply for annually (excluding renewal grants) will be determined by the amount of funds appropriated for a given fiscal year and will be published as a part of the program announcement in the FEDERAL REGISTER.

The program, as announced in the FEDERAL REGISTER, limits the total number of proposals which can be submitted by an institution as well as the number of proposals submitted by an institution on behalf of the same college or equivalent administrative unit. Additionally, the program limits the number of new fellowships an institution can request annually.

Contingent on future ARS annual appropriations and on reapplication by the institution documenting satisfactory progress, grants may be renewed to allow the institution to continue support for doctoral-degree fellows for a maximum of two additional 12-month periods; for master's fellows, one additional 12-month period.

Fellows selected initially by the institution must enroll in a program leading to a graduate (master's or doctoral) degree in one of the targeted national needs areas of the food and agricultural sciences. Such persons may not have been enrolled previously in the program at the same degree level.

Fellows to be supported with grant funds must be citizens or nationals of the United States as determined in accordance with Federal law and must have a strong interest, as judged by the institution, in pursuing a degree in an area of targeted national need and in preparing for a career as a food and agricultural scientist or professional.

Proposals must identify, define, and document the level(s) and composition of the specific graduate study program(s) the institution has chosen for competition. The focus of the academic program and its relationship to developing expertise in an area of national need must be fully and clearly developed.

Fellowship Appointments

Fellowships must be awarded within 12 months of the effective date of a grant. Fellowship appointments may be made only to persons who enroll full time in a mission-oriented graduate degree program in an area of the food and agricultural sciences targeted for national needs fellowships.

It will be the responsibility of the grantee institution to award fellowships to students of high academic ability. A fellowship award shall be for a period of 12 months. A fellow who maintains satisfactory progress in his or her course of study may have the fellowship renewed subject to his or her academic standing, the availability of funds, and the renewal of the institution's grant.

Doctoral degree fellows are only eligible for support for a maximum of 36 months within a 48-month period. Master's-level fellows are eligible for support for a maximum of 24 months during a 36-month period. However, it is the intent of this program that fellows pursue full-time uninterrupted study. It is expected that, in subsequent years, the institution will continue to support individuals originally appointed to fellowships through such other institutional means as teaching assistantships and research assistantships.

Within the framework of the program guidelines, all decisions will be made by the institution with respect to (a) the initial appointment of fellows and (b) in the event of grant renewal, the reappointment in the second and third years of support. On completion of a fellow's first year of tenure, the institution should satisfy itself that the fellow is (a) making satisfactory academic progress and (b) carrying out, or plans to carry out, national needs related research. If an institution finds it necessary to terminate support of a fellow for insufficient academic progress, the fellow is ineligible for future assistance under the program. If a fellow finds it necessary to interrupt his or her program of study through withdrawal from school or through failure to re-enroll for health, employment, or personal reasons, the institution must retain the funds for the purpose of allowing the fellow to resume study any time within a 12-month period. However, a fellow may interrupt his or her program of study only once without forfeiting eligibility to resume fellowship support.

For fellowships terminated because of insufficient academic progress and for fellowships held because of interrupted programs of study not resumed within 12 months, funds will revert to the granting agency. A fellow may elect to accept a graduate assistantship and postpone receipt of a fellowship stipend. If so, upon completion of the assistantship, the fellow may resume fellowship support for the remaining period of eligibility. The maximum period of eligibility, however, is 48 months for a doctoral fellowship and 36 months for a master's fellowship.

Fellowship Activities

A fellow must be enrolled at all times during tenure in a full-time program leading to a graduate degree in one of the targeted national need fields. However, the normal requirement of formal registration during part of this tenure may be waived if permitted by the policy of the fellowship institution and provided that the fellow remains engaged in appropriate full-time fellowship activities. Fellows in academic institutions are not entitled to vacations as such. They are entitled to the normal short student holidays observed by the institution. The time between semesters or academic quarters is to be utilized as an active part of the training period. A period of terminal leave (vacation) is not permitted nor may payment from grant funds be made for leave not taken. During the period of support, a fellow may not accept any other fellowship or assistantship or be employed by the institution or any other agency. However, a grant supporting research costs of the fellow is acceptable, exclusive of salary or wages and fringe benefits for the fellow.

Financial Provisions

The basic 12-month stipend to be paid from ARS funds will be contingent on and determined by annual appropriations. The amount of a stipend will be cited in the program announcement in the FEDERAL REGISTER. No dependency allowances are provided. Monthly payments will be made to fellows by the institution according to standard institutional procedures.

Section III: Preparation of a Proposal

A proposal for participation in the program should be double-spaced and prepared in six parts: Proposal Cover Page, National Need Summary Page(s), National Need Narrative(s), Budget, Faculty Vitae, and Appendix.

Part 1. Proposal Cover Page

The form for the *Proposal Cover Page* is provided in Section IX of this document. Please provide all requested information and authorizing signatures.

Part 2. National Need Summary Page(s)

A brief one-page summary by degree level (that is, master's or doctoral) of each national need area addressed in the proposal should be given that describes the graduate study area proposed and the academic and research strengths of the institution in that national need area. The summary should not include any reference to the specific number of fellowships requested. No other part of the proposal should appear on this page. The information on this summary page will be used in assigning the most appropriate panelists to review the proposal. If the proposal is supported, this page may be used in program publications. The *National Need Summary Page* form is provided in Section IX of this document. Photocopy additional forms if needed.

Part 3. National Need Narrative(s)

A narrative for *each* national need area should be written in three sections and should be limited to approximately 10 pages. The three sections to be included are as follows:

Sec. 1. An overview of the national need area of study for which fellowship funding is requested as shown on the cover page. This section should also present a description of a proposed fellow's graduate plan of study including courses and probable area(s) of research and a justification for the number of fellows to be supported in terms of the institution's capacity to train additional graduate students as set forth in the proposal.

Sec. 2. The institution's case that it now supports a major, productive, recognized program of graduate study and research in the area of national need in which selected fellows would be engaged. Evidence should be included of current activity and the extent of that activity, quality of existing graduate training programs in the proposed national need area, and availability of instructional and research facilities for the proposed graduate training area. This section of the proposal must also thoroughly document the institution's plan for recruitment and procedure for selection of outstanding students.

Sec. 3. A summary of important data relevant to sections 1 and 2 of Part 3 of the proposal such as student enrollment and degree patterns in recent years, facilities, and student and faculty support sources. All faculty vitae included in Part 5 should be individually numbered. Those faculty contributing to institutional competence in the national need area should be identified and cited by number in this section.

Part 4. Budget	Prepare a budget page identifying all costs associated with the proposal. Use the <i>Proposal Budget</i> form provided in Section IX of this document. Instructions for completing the <i>Proposal Budget</i> are provided on the reverse of the form.
Part 5. Faculty Vitae	<i>Summary vitae</i> (emphasizing major accomplishments during the past 5 years) for all faculty contributing to institutional competence in the national need area(s) addressed in the proposal should be included in this section. Arrange the vitae in alphabetical order and assign a number to each individual vita in the upper right corner.
Part 6. Appendix	Include any supporting documentation deemed necessary.

Section IV: Application for Renewal of a Grant

Contingent on appropriations, annual renewal for grants may be requested by an institution to continue support for fellows. However, support for doctoral fellows is limited to three 12-month stipends; master's fellows to two 12-month stipends.

A proposal for only a renewal grant should include Part 1 (Proposal Cover Page) and Part 4 (Budget) as explained previously in Section III of this document. Additionally, a proposal for a renewal grant must include documentation of satisfactory progress. The form for documenting progress accomplished during the first or subsequent years of a grant is included in Section IX of this document. Complete and include the form in the proposal when applying for renewal of a grant.

Section V: Applications for Both Renewal of a Grant and for New Fellowships

Applications for both renewal of a grant(s) and for new fellowships should not be combined in a single proposal. A proposal for renewal of a grant should be prepared in accordance with instructions in Section IV of this document. A proposal for new fellowships should be prepared in accordance with Section III.

Section VI: Submission of a Proposal

For proposals requesting new fellowships, formal submission should consist of multiple copies of the complete proposal and one copy of the institution's latest graduate catalog. If a proposal addresses only one national need area, submit 10 copies. If a proposal addresses two or more national need areas, submit 5 additional copies for each additional national need addressed. To apply for renewal of a grant, submit 5 copies of a proposal. All proposals must be approved and submitted by the institution through its chief administrative official and must be approved also by the principal administrator of the college or equivalent administrative unit responsible for the instructional programs in the areas of

national need for which fellowships are requested. *All proposals (new and renewals) from an institution for an application period must be submitted concurrently and in a single package.* The package must include an *Institutional Request Summary Form*. This form is provided in Section IX of this document. The proposals, catalog, and *Institutional Request Summary Form* should be mailed as a single package to:

USDA
Office of Grants and Program Systems
Grants Administrative Management
Room 010 West Auditors Building
15th and Independence Ave., SW
Washington, D.C. 20251

The deadline date for submission is cited in the annual program announcement published in the FEDERAL REGISTER.

**Intent to Submit
Proposal**

To assist ARS-HEP in preparing for review of fellowship proposals, institutions planning to submit proposals for new fellowships are requested to complete and return the *Intent to Submit Card* provided on the inside back cover of this document. One card should be completed and returned for *each* proposal an institution anticipates submitting. Sending this card does not commit an institution to any course of action. Do not send an *Intent to Submit Card* for applications for renewal of a grant.

Section VII: Proposal Review and Evaluation

**Proposals for Support for
New Fellowships**

The proposal evaluation process includes both internal staff review and merit evaluation by panels of scientists, educators, industrialists, and Government officials who are highly qualified to render expert advice in the targeted areas. The goal of the process of selection and structuring of evaluation panels is to provide optimum expertise and objective judgment in the evaluation of proposals specific to a particular area of national need.

Each national need area addressed in a proposal will be evaluated individually and in competition with other proposals addressing the same national need area. In essence, proposals addressing more than one national need area will be rated for each national need area addressed. Therefore, funding may be awarded to a particular portion of a proposal addressing a national need area in lieu of funding a proposal in its entirety. If only a portion of a proposal is funded, administrative costs per fellowship as indicated on line M of the *Proposal Budget* will be used to arrive at total funds to be awarded. Both internal staff and the panelists will evaluate proposals primarily on the basis of the following criteria, as *applied to each individual national need area* addressed in a proposal:

Evaluation Criteria

Criteria	Weight (points)
a. The degree to which the proposal identifies and delineates a request for funds to support a fellowship program in an important area(s) of national need and the extent to which it establishes that the proposed programs(s) of graduate training will result in the development of scientific expertise related to a national need(s) in a reasonable period of time.	30
b. The degree to which the proposal reflects that program faculty and facilities are capable of supporting outstanding graduate study and research at the forefront of science and technology related to the chosen area(s) of national need.	30
c. The degree to which the institution's plans for recruitment and selection of academically outstanding fellows reflect excellence as documented in the proposal.	20
d. The degree to which the proposal reflects multidisciplinary and/or multiuniversity collaborative approaches to the proposed program(s) of graduate study.	10
e. The academic merit of the proposal as represented by its organization and clarity.	10

Institutions submitting proposals judged most meritorious under the preceding criteria will be awarded grants within the limitations of available funds.

Subsequent to initiation of the ARS fellowship program in 1984, it is anticipated that many institutions receiving initial funding in future years will apply for additional new fellowships as well as for renewal grants. A major consideration in evaluating proposals for additional new fellowships will be the institution's past performance in managing previously received ARS fellowship grants.

Proposals for Renewal of a Grant

A proposal for renewal of a grant will be evaluated on the basis of documentation of satisfactory progress during the previous year(s) of fellowship support. For this program, evidence of satisfactory progress will consist of:

- a. Recruitment and enrollment of academically outstanding graduate students in the national need area(s) for which funding was awarded.
- b. Satisfactory academic progress by fellows to date.
- c. The extent to which fellows' proposed areas of thesis/dissertation research are related to national need areas for which funding was awarded.

Section VIII: Supplementary Information

Announcement of Grants

The ARS will announce the grants pursuant to this program. Grants to an institution will specify the number of fellowships and a dollar amount fully funding one year of support for 12 months of tenure. The fellowships must be awarded within 12 months of the effective date of the grant.

Conditions of Grants

All grants are made subject to the provision of the rules and regulations for the ARS Food and Agricultural Sciences National Needs Graduate Fellowships Program published in the FEDERAL REGISTER. The rules and regulations will also be mailed to grantee project directors with award notifications.

Confidential Aspects of Proposals and Awards

When a proposal results in a grant, it becomes a part of the record of the Agency's transactions, available to the public upon specific request. Information that the Agency and the grantee mutually agree to be of a privileged nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as privileged should be clearly marked as such and sent in a separate statement, two copies of which should accompany the proposal. The original copy of a proposal that does not result in a grant will be retained by the Agency for 3 years. Other copies will be destroyed. Such a proposal will be released only (1) with the consent of the applicant or (2) to the extent required by law. A proposal may be withdrawn at any time before the final action thereon.

Access to Peer Review Information

After final decisions have been announced, ARS-HEP will, upon request, inform the project director of the reasons for its decision on a proposal. Verbatim copies of reviews, not including the identity of the reviewer, will be made available to the respective project director upon a specific request.

Evaluation of Program

Grantees should be aware that ARS may, as a part of its own program evaluation activities, carry out indepth evaluations of selected awarded projects through independent third parties. Thus, grantees should be prepared to cooperate with evaluators retained by the ARS to analyze both the institutional context and the impact of any supported project.

Section IX: Forms

The following forms should be used for preparing and submitting a proposal.

- Proposal Cover Page
- National Need Summary Page
- Proposal Budget
- Documentation of Progress for Previous Year of Grant
- Institutional Request Summary Form
- Intent to Submit Card

The Food and Agricultural Sciences National Needs Graduate Fellowships described in this document will be awarded by the institutions whose proposals are supported by the Agricultural Research Service. Individual students may not apply to the ARS-HEP for these appointments.

United States Department of Agriculture
Agricultural Research Service

Food and Agricultural Sciences National Needs Graduate Fellowship Program
PROPOSAL COVER PAGE OMB NO. 0510-0600

OMB NO. 0518-0014 EXP. DATE MAR. 1987

1. LEGAL APPLICANT				For ARS Use Date Received	
Name of Institution College or Equivalent Unit Street/P.O. Box				Proposal No. Proposal Code	
City	State	County	Zip code		
2. NAME of Authorized Certifying Representative for A. College				TITLE	
				TELEPHONE NO. (Include area code)	
B. Institution					
3. TITLE OF PROPOSAL				4. IRS NO.	
				5. CONGRESSIONAL DISTRICT NO.	
6. TYPE OF PERFORMING ORGANIZATION (Check one only)				7. TYPE OF APPLICATION	
04 <input type="checkbox"/> Land Grant University 1862				<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> (Grant No.)	
05 <input type="checkbox"/> Land Grant University 1890 or Tuskegee Institute					
06 <input type="checkbox"/> Private University or College					
07 <input type="checkbox"/> Public University or College (non-land grant)				8. FUNDS REQUESTED FROM ARS (From ARS-703)	
				\$	
A. Name (First, middle, last)				9. PROJECT DIRECTOR(S) Address (Include Zip code)	
----- Telephone No. (Include area code)					
B. Name (First, middle, last)				Address (Include Zip code)	
----- Telephone No. (Include area code)					
10. NUMBER OF FELLOWSHIPS REQUESTED IN PROPOSAL BY NATIONAL NEED AREA AND BY LEVEL OF STUDY.					
National Need Area			No. Doctoral		No. Master's
_____ _____ _____ _____			_____ _____ _____ _____		_____ _____ _____ _____
TOTAL _____					
CERTIFICATION AND ACCEPTANCE					
We, the undersigned, certify that the information contained herein is true and complete to the best of our knowledge and accept as to any grant awarded, the obligation to comply with the terms and conditions of the Agricultural Research Service in effect at the time of the award.					
11. SIGNATURE of Project Director(s) A.		DATE	12. SIGNATURE of Authorized Representative A. College		DATE
----- B.		-----	----- B. Institution		-----

CERTIFICATION AND ACCEPTANCE

CERTIFICATION AND ACCEPTANCE
We, the undersigned, certify that the information contained herein is true and complete to the best of our knowledge and accept as to any grant awarded, the obligation to comply with the terms and conditions of the Agricultural Research Service in effect at the time of the award.

11. SIGNATURE of Project Director(s)	DATE	12. SIGNATURE of Authorized Representative	DATE
A.		A. College	
B.		B. Institution	

FOR ARS USE

Food and Agricultural Sciences National Needs Graduate Fellowship Program
NATIONAL NEED SUMMARY

NOTE: Prepare a summary page by degree level for each national need area addressed in a proposal. Photocopy additional forms if needed.

APPLICANT - Institution	PROPOSAL NO. <i>For ARS Use</i>
College or equivalent unit	NATIONAL NEED AREA
Department	LEVEL OF STUDY <input type="checkbox"/> Doctoral <input type="checkbox"/> Master's

Cite major disciplines comprising proposed Graduate Study Program and overall relation to National Need area.

Summary — Brief description of institutional ability to provide excellent academic and research training related to the National Need area.

U.S. Department of Agriculture — Agricultural Research Service
Food and Agricultural Sciences National Needs Graduate Fellowship Program
PROPOSAL BUDGET

NOTE: Instructions are provided on the reverse side.

NAME OF Institution, College or equivalent unit, and address	TYPE OF APPLICATION		
	<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL (Grant No.)	
NAME OF PROJECT DIRECTOR(S)	UNIVERSITY CONTRIBUTION	FUNDS REQUESTED	ARS Use Only FUNDS APPROVED
A. Fellowships			
Number of			
1. Doctoral			
2. Master's			
3. Total ➤			
B. Salaries and Wages			
Number of Personnel	Number of Work Hours		
1. Project Director(s) []			
2. Other Personnel []			
3. Total Salaries and Wages ➤			
C. Fringe Benefits (If charged as Direct Costs)			
D. Total Salaries, Wages, and Fringe Benefits (B3 plus C) ➤			
E. Materials and Supplies — for <i>New</i> proposals only			
F. Travel — for <i>New</i> proposals only			
G. Publication Costs — for <i>New</i> proposals only			
H. All Other Direct Costs — for <i>New</i> proposals only (Attach supporting data. List items and dollar amounts)			
I. Total Direct Costs (D through H) ➤			
J. Indirect Costs (Specify rate and base) % _____ \$ _____			
K. Total Direct and Indirect Costs (I plus J) ➤			
L. TOTAL AMOUNT of this Request (A3 plus K) ➤			
M. ADMINISTRATIVE COSTS per FELLOWSHIP (K divided by fellowships requested)	\$ _____		
NAME AND TITLE (type or print)		SIGNATURE	DATE
Principal Project Director			
Authorized Institutional Representative			

FOR ARS USE

PROPOSAL BUDGET INSTRUCTIONS

NOTE: Check *NEW* or *RENEWAL* box at top of form.

Expenses for budget items denoted by an asterisk are *not allowable* for fellowship *renewal* grants.

- A. FELLOWSHIPS** — The established rate for graduate stipends should be multiplied by the number of fellowships requested to compute dollar costs.
- B. SALARIES and WAGES** — Grant funds may not be used to augment the total salary or rate of salary of project personnel or to reimburse them for consulting or other time in addition to a regular full-time salary covering the same general period of employment. Salaries requested must be consistent with the regular practices of the institution.
- C. FRINGE BENEFITS** — If the usual accounting practices of the institution provide that the institutional contributions to employee "benefits" (social security, retirement, etc.) be treated as direct costs, request may be made to defray such expenses as a direct cost.
- D. TOTAL SALARIES and BENEFITS** —
- * **E. MATERIALS and SUPPLIES** — The types of expendable materials and supplies required for student recruitment/advising should be indicated in general terms with estimated costs. Materials and supplies associated with fellows' program of study or research are *not* allowable.
- * **F. TRAVEL** — The type and extent of travel and its relationship to recruitment of fellows and grant administration should be briefly specified. Irrespective of institutional policy, allowances for airfare will not normally exceed round trip jet economy air accommodations. Persons traveling under Federal grants must travel by U.S. flag air carriers.
- * **G. PUBLICATION COSTS** — Costs of preparing and publishing materials to recruit new fellows should be indicated. Costs associated with publishing fellows' research are *not* allowable.
- * **H. ALL OTHER DIRECT COSTS** — Other anticipated direct costs not included above should be itemized. Examples are telephone, postage, exhibition booth rental, and mailing lists for recruitment purposes. Food and beverage, entertainment, consultant services, and computer costs are *not* allowable.
- I. TOTAL DIRECT COSTS** —
- J. INDIRECT COSTS** — The indirect cost rate(s) negotiated by the institution with the cognizant Federal negotiating agency cannot be exceeded in computing indirect costs for a proposal. The official responsible for Federal business relations should review the proposal to see that it properly describes any particular factors which may have a bearing upon the indirect cost rate(s) applicable to the project. Normally, the rate in effect on the date the proposal is recommended for award will be used. An institution may elect not to charge negotiated indirect costs and utilize all grant funds for direct costs. If this option is selected, this should be indicated on the budget form.
- K. TOTAL DIRECT and INDIRECT COSTS** —
- L. TOTAL AMOUNT of this REQUEST** —
- M. ADMINISTRATIVE COSTS per FELLOWSHIP** — Total direct and indirect costs divided by total number of fellowships requested.

U.S. Department of Agriculture – Agricultural Research Service

**Food and Agricultural Sciences National Needs Graduate Fellowship Program
INSTITUTIONAL REQUEST SUMMARY**

DATE

NOTE: See examples on reverse side.

INSTITUTION NAME & COMPLETE MAILING ADDRESS	NAME OF CERTIFYING REPRESENTATIVE (Type or print) Telephone No. (Include area code) _____ Signature _____
--	--

REQUESTS for NEW FELLOWSHIPS

Institution Proposal Number	Proposal Title	National Need Area(s) for which Fellowships are Requested	No. of Fellowships Requested for Each National Need Area	
			Doctoral	Master's
1				
2				
3				

REQUESTS for RENEWAL of a GRANT(s)

- EXAMPI E -

U.S. Department of Agriculture – Agricultural Research Service

**Food and Agricultural Sciences National Needs Graduate Fellowship Program
INSTITUTIONAL REQUEST SUMMARY**

INSTITUTION NAME & COMPLETE MAILING ADDRESS	NAME OF CERTIFYING REPRESENTATIVE (<i>Type or print</i>)
Telephone No. (<i>Include area code</i>) - - - - -	
Signature - - - - -	

REQUESTS for NEW FELLOWSHIPS

Institution Proposal Number	Proposal Title	National Need Area(s) for which Fellowships are Requested	No. of Fellowships Requested for Each National Need Area	
			Doctoral	Master's
1	Developing Scientific Expertise for High Technology Agriculture	Biotechnology Food & Agricultural Marketing Food Science	6 3 2	1
2	Development of Scientists for Human Nutrition Research	Human Nutrition	6	0
3	Preparing Scientists for Water Management & Conservation	Agricultural Engineering	6	2

REQUESTS for RENEWAL of a GRANT(s)

Current Grant No.	Date of Grant	National Need Area(s) for which Fellowships are Supported by Current Grant	No. of Fellowships by National Need Area (col. 3)			
			Currently Supported by Grant Doctoral	Master's	Requested for Renewal Doctoral	Master's
59-33R7-3-114	6/20/84	Biotechnology	3	0	2	0
		Food Science	2	1	2	1
59-33R7-3-117	6/20/84	Agricultural Engineering	4	2	4	1

NOTE: Renewal is being requested for only 8 of the 9 Doctoral fellowships awarded and for only 2 of the 3 Master's fellowships awarded.

U.S. Department of Agriculture – Agricultural Research Service

Food and Agricultural Sciences National Needs Graduate Fellowship

FELLOWSHIP PROGRESS DOCUMENTATION

NOTE: Include with proposal for
RENEWAL of a Grant.

FUNDING REQUESTED FOR

2nd yr. 3rd yr. 4th yr.

ARS GRANT NO.

PART I - STUDENT PROFILE of AWARDED FELLOWSHIPS

PART II – FELLOWSHIPS SUPPORTED by ARS GRANT but not AWARDED

National Need Area	Number of Fellowships Yet to be Awarded		Number of Students Recruited and Planning to Enroll Next Semester or Quarter	
	Doctoral	Master's	Doctoral	Master's

PART I RESPONSE CODES**ACADEMIC PROGRESS TO DATE –**

- A – Excellent
- B – Good
- C – Average
- D – Inferior
- F – Failing

CURRENT ENROLLMENT STATUS

- 1 – Enrolled and receiving ARS fellowship support
- 2 – Enrolled but not receiving ARS fellowship support because of temporary employment
- 3 – Not enrolled; plans to re-enroll and resume fellowship during period of eligibility
- 4 – Not enrolled; undecided about returning to school
- 5 – Terminated

INTENT TO SUBMIT**Send Card If Possible By**

Institution
College or Equivalent Unit
Complete Mailing Address

National Need Area(s) of Proposal

Name of Executive Officer (*Type or Print*)

Signature

PROPOSAL ACKNOWLEDGMENTTo be filled out by
proposing institution.

- Address one card to proposed Project Director
- Address one card to the Institution's Business Office

Date Received	Proposal Number
---------------	-----------------

TO BE FILLED OUT BY THE PROPOSER

Program Component

Food and Agricultural Sciences National Needs Graduate Fellowships

Institution

Project Director

**Complete Both Sides and
Send With Proposal****TO BE FILLED OUT BY OFFICE of GRANTS and PROGRAM SYSTEMS**

Date Received	Proposal Number
---------------	-----------------

TO BE FILLED OUT BY THE PROPOSER

Program Component

Food and Agricultural Sciences National Needs Graduate Fellowships

Institution

Project Director

**Complete Both Sides and
Send With Proposal**

U.S. Department of Agriculture
Agricultural Research Service

OFFICIAL BUSINESS
Penalty for Private Use, \$300



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NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY CARD

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POSTAGE WILL BE PAID BY U.S. DEPARTMENT OF AGRICULTURE

USDA, Agricultural Research Service
Higher Education Programs
Administration Building
14th & Independence Ave., S.W.
Washington, D.C. 20250



U.S. Department of Agriculture
Office of Grants and Program Systems
Room 010, West Auditors Building
15th and Independence Ave., S.W.
Washington, D.C. 20251

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United States
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Agricultural
Research
Service

Office of the
Administrator

Washington, D.C.
20250

June 8, 1984

Dr. Joseph H. Howard
Director
NAL
Agricultural Research Service
Washington, D. C. 20250

Joe
Dear Dr. Howard:

In Fiscal Year 1984, the Congress appropriated approximately \$5 million to the U.S. Department of Agriculture to administer a competitive graduate fellowships grant program in the food and agricultural sciences. In accordance with the statutory authorization, the program will provide for institutional grants to attract and support new graduate students, not previously enrolled at the same degree level, in targeted expertise shortage areas of the food and agricultural sciences.

The program is designed to serve as a national investment strategy to attract highly outstanding students to the study of food and agricultural sciences. All institutions offering a master's or doctoral degree in one or more of the targeted fields are eligible to participate.

We are pleased to provide you with a copy of the Application Kit that has been mailed to approximately 1600 institutions across the Nation. If you have any questions regarding the program, please call on either me or Patrick J. Casula of my staff on 447-7854.

Sincerely,

KYLE JANE COULTER
Director
Higher Education Programs

Enclosure

6/16
m.

6. Financial Provisions

The basis 12-month stipend to be paid from ARS funds will be \$15,000 per year for doctoral students and \$10,000 for master's students. No dependency allowances are provided. Monthly payments will be made to fellows by the institution, according to standard institutional procedures.

Appendix II—Preparation of a Proposal

A proposal for participation in the program should be double spaced and prepared in 6 parts: Proposal Cover Page, National Need Summary Page(s), National Need Narrative(s), Budget, Faculty Vitae, and Appendix.

Part 1. Proposal Cover Page. The form for the cover page is contained in the Application Kit. Please provide all requested information and authorizing signatures.

Part 2. National Need Summary Page(s). A brief one-page summary by degree level (i.e., master's doctoral) of each national need area addressed in the proposal should be given which describes the graduate study area proposed and the academic and research strengths of the institution in the national need area. The summary should not include any reference to the specific number of fellowships requested. No other part of the proposal should appear on this page. The information on this summary page will be used in assigning the most appropriate panelists to review the proposal. If the proposal is supported, this page may be used in program publications. The *National Need Summary Page* form is provided in the Application Kit.

Part 3. National Need Narrative(s). A narrative for each national need area should be written in three sections and should be limited to approximately 10 pages. The three sections to be included are as follows:

Sec. 1. An overview of the national need area of study and related graduate research areas for which fellowship funding is requested and as are shown on the cover sheet. This section should also present a description of a proposed fellow's graduate plan of study and a justification for the number of fellows to be supported in terms of the institution's capacity to train additional graduate students as set forth in the proposal.

Sec. 2. The institution's case that it now supports a major, productive, recognized program of graduate study and research in the area of national need in which selected fellows would be engaged. Evidence should be included of current activity and the extent of that activity, quality of existing graduate training programs in the proposed national need area and availability of instructional and research facilities for

the proposed graduate training area. The proposal must thoroughly document the institution's plan for recruitment and procedure for selection of outstanding students.

Sec. 3. A summary of important data relevant to Sections 1 and 2 of Part 3 of the proposal such as student enrollment and degree patterns in recent years, facilities, and student and faculty support sources. All faculty vitae included in Part 5 should be individually numbered. Those faculty contributing to institutional competence in the national need area should be identified and cited by number in this section.

Part 4. Budget. Prepare a budget page identifying all costs associated with the proposal. Use the *Proposal Budget* form provided in the Application Kit.

Part 5. Faculty Vitae. Summary vitae (emphasizing major accomplishments during the past 5 years) for all faculty contributing to institutional competence in the national need area(s) addressed in the proposal should be included in this section. Arrange the vitae in alphabetical order and assign a number to each individual vita in the upper right hand corner.

Part 6. Appendix. Include any supporting documentation deemed necessary.

Appendix III—Proposal Review and Evaluation

The proposal evaluation process includes both internal staff review and merit evaluation by panels of scientists, educators, industrialists, and Government officials who are highly qualified to render expert advice in the targeted areas. The goal of the process of selection and structuring of evaluation panels is to provide optimum expertise and objective judgment in the evaluation of proposals specific to a particular area of national need.

Each national need area addressed in a proposal will be evaluated individually and in competition with other proposals addressing the same national need area. In essence, proposals addressing more than one national need area will be rated for each national need area addressed. Therefore, funding may be awarded to a particular portion(s) of a proposal addressing a national need area in lieu of funding a proposal in its entirety. If only a portion(s) of a proposal is funded, administrative costs per fellowship as indicated on Line M of the *Proposal Budget* will be used to arrive at total funds to be awarded. Both internal staff and the panelists will evaluate proposals primarily on the basis of the following criteria, as applied to each individual national need area addressed in a proposal:

EVALUATION CRITERIA

Criteria	Weight (points)
a. The degree to which the proposal identifies and delineates a request for funds to support a fellowship program in an important area(s) of national need, and the extent to which it establishes that the proposed program(s) of graduate training will result in the development of scientific expertise related to a national need(s) in a reasonable period of time	30
b. The degree to which the proposal reflects that program faculty and facilities are capable of supporting outstanding graduate study and research at the forefront of science and technology related to the chosen area(s) of national need	30
c. The degree to which the institution's plans for recruitment and selection of academically outstanding fellows reflect excellence as documented in the proposal	20
d. The degree to which the proposal reflects multidisciplinary and/or multiuniversity collaborative approaches to the proposed program(s) of graduate study	10
e. The academic merit of the proposal as represented by its organization and clarity	10

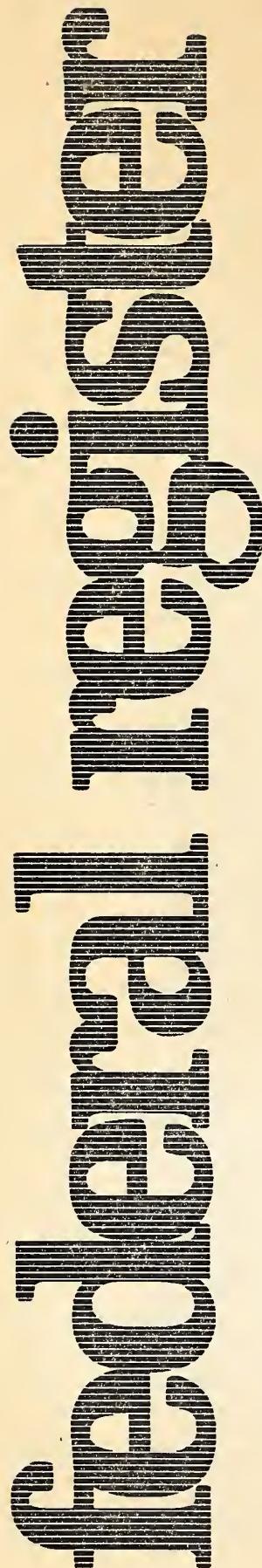
Institutions submitting proposals judged most meritorious under the criteria set out above will be awarded grants within the limitations of available funds.

When a proposal results in a grant, it becomes a part of the record of the agency's transactions, available to the public upon specific request. Information that the Agency and the grantee mutually agree to be of a privileged nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as privileged, should be clearly marked as such and sent in a separate statement, two copies of which should accompany the proposal. The original copy of a proposal that does not result in a grant will be retained by the Agency for a period of three years. Other copies will be destroyed. Such a proposal will be released only: (1) with the consent of the applicant or (2) to the extent required by law. A proposal may be withdrawn at any time prior to the final action thereon.

After final decisions have been announced, the ARS will, upon request, inform the project director of the reasons for its decision on a proposal. Verbatim copies of reviews, not including the identity of the reviewer, will be made available to respective project directors upon specific request.

Grantees should be aware that the ARS may, as a part of its own program evaluation activities, carry out in-depth evaluations of selected awarded projects through independent third parties. Thus, grantees should be prepared to cooperate with evaluators retained by the ARS to analyze both the institutional context and the impact of any supported project.

Monday
May 14, 1984



Part III

**Department of
Agriculture**

Agricultural Research Service

**Food and Agricultural Sciences National
Needs Graduate Fellowships; Solicitation
of Proposals From Colleges and
Universities for Fiscal Year 1984; Notice**